
**FOOD STAMP CERTIFICATION
ELIGIBILITY REQUIREMENTS
Authorized Representative**

FS 220 Authorized Representative

Change #3-2004

August 1, 2004

220.01 AUTHORIZED REPRESENTATIVE REQUIREMENT

An authorized representative is an individual designated by the food stamp unit (FSU) to apply for, obtain, and/or use food stamp benefits on behalf of the FSU. The authorized representative designated by the household to apply for food stamp benefits for the household must be an adult who is not included in the FSU. However, another adult household member (such as the spouse) can be an authorized representative for using food stamp benefits. In addition, an individual who is currently disqualified for an Intentional Program Violation can be an authorized representative for using food stamp benefits. Enter the individual into the SLAR System as an authorized representative.

Complete a DSS-1688, Designation of Authorized Representative, at application, full recertification, and SSI mail-in **recertification**. The form is also required every time the household changes its authorized representative. The FSU is responsible for all information provided by its authorized representative. Do not complete the DSS-1688 for FSU members designated as authorized representative to use the benefits. **Complete** the SLAR Screen.

The FSU can have no more than two active authorized representatives for the case; however, an authorized representative may represent more than one FSU at the same time. Any FSU that resides in an Alcohol and Drug Treatment Center (ADTC) may only have one authorized representative.

Unless approved in writing on the DSS-1688 by the county director, the following persons cannot serve as an authorized representative.

- A. An agency employee who is involved in the food stamp certification and/or issuance process.
- B. A retailer who is authorized to accept food stamp benefits. If allowed to be an authorized representative, the decision must be based on a determination that no other suitable authorized representative is available for the FSU. Document the situation in the case file.
- C. A person who is currently disqualified for an Intentional Program Violation can not make application or be responsible for reporting changes. If allowed to be an authorized representative in this capacity, the decision must be based on a determination that there is no other suitable applicant/recipient to represent the FSU. The county director can determine that these individuals can represent the FSU to make application and to be responsible for reporting changes. Document the situation in the case file.

NOTE: Authorized homeless meal providers cannot serve as authorized representatives for homeless food stamp recipients.

220.02 AUTHORIZED REPRESENTATIVE RESPONSIBILITIES

Explain to the authorized representative applying on behalf of the FSU that:

- A. He is certifying that the information provided is true and complete; **and**
- B. He is responsible for reporting changes in the FSU's circumstances when the FSU is unable to report the change. **Give the authorized representative the appropriate Change Report Form, DSS-8550 or DSS-8550 SR.**

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NOTE: An authorized representative with only the authority to purchase food for the FSU does not have the responsibilities listed in this section.

220.03 CERTIFYING AN AUTHORIZED REPRESENTATIVE

Complete in triplicate the DSS-1688, Designation of Authorized Representative, by checking all appropriate boxes and obtaining signatures at application, full recertification, and when the food stamp unit (FSU) changes its authorized representative. Distribute a copy to the FSU, the authorized representative, and the case file. The information contained on the DSS-1688 is tracked through a subsystem of the Food Stamp Information System (FSIS). The subsystem is called the Authorized Representative System.

- A. The head of household's signature is required on the DSS-1688 when:
1. The FSU designates an authorized representative who does not have Power of Attorney.
 2. The Power of Attorney authorization is limited to a specific purpose that does not include applying for and/or using food stamp benefits.
 3. The Power of Attorney authorization is time-limited and will expire within 30 days.
- B. The head of household's signature is not required on the DSS-1688 when:
1. The authorized representative is a person employed by and designated to act on behalf of residents of an ADTC or a group home. Document this designation on the application form.
 2. The authorized representative has full Power of Attorney for the FSU. File a copy of the Power of Attorney document in the case file, and document the application form.
 3. The head of household of a SR case is deceased and the remaining household members are minors. Due to SR reporting requirements, there may be other situations in which the HOH is not available to sign the DSS-1688. Use prudent judgment to determine if an authorized representative is appropriate.

220.04 REMOVING AN AUTHORIZED REPRESENTATIVE

If you have evidence that an authorized representative provided false information, misrepresented the FSU's circumstances, or improperly used food stamp benefits, prohibit the authorized representative from serving as a representative for any household for one calendar year.

NOTE: Representatives designated to act on behalf of residents of an ADTC or group home are exempt from this provision.

- A. Document the situation in the case file or on the application form.
- B. Notify the FSU and the authorized representative in writing 30 calendar days prior to the date of removal. Include the proposed action, the reason, the FSU's right to a fair hearing, and the name and telephone number of the person to contact for additional information.

220.05 STATUS OF AUTHORIZED REPRESENTATIVE IF FOOD STAMP CASE CLOSES

An authorized representative's EBT card is deactivated when a food stamp case terminates. Use the SLAR screen to reactivate an authorized representative's EBT card when necessary.